

# County Clerk-Recorder

Jim McCauley, County Clerk-Recorder-Registrar of Voters

## **MISSION STATEMENT**

To provide courteous, prompt and professional recording and elections services as required by state and federal law to the citizens and public agencies of the County with the utmost integrity, fairness, consistency, legal compliance and cost-effectiveness, using both the department's trained and committed staff and technology to advance operations.

## COUNTY CLERK-RECORDER FUND 100 / 22300

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 2,761,094	\$ 2,987,984	\$ 3,708,368	\$ 3,708,368	24%	\$ 3,725,300
Services and Supplies	1,537,439	2,523,763	2,329,485	2,329,485	-8%	2,504,485
Other Charges	262,044	262,045	262,045	262,045	0%	262,045
Capital Assets	237,270	480,212	1,396,000	1,396,000	191%	1,396,000
Intra Fund Charges	239,849	272,681	250,023	250,023	-8%	250,023
<b>Gross Budget:</b>	<u>5,037,696</u>	<u>6,526,685</u>	<u>7,945,921</u>	<u>7,945,921</u>	22%	<u>8,137,853</u>
Intra Fund Credits	(90)	(180)	-	-	-100%	-
<b>Net Budget:</b>	<u>\$ 5,037,606</u>	<u>\$ 6,526,505</u>	<u>\$ 7,945,921</u>	<u>\$ 7,945,921</u>	22%	<u>\$ 8,137,853</u>
<b>Revenue</b>						
Taxes	\$ 3,818,435	\$ 4,962,951	\$ 3,200,000	\$ 3,200,000	-36%	\$ 3,200,000
Revenue from Use of Money and Property	1,361	-	-	-	0%	-
Intergovernmental Revenue	-	12,783	1,340,885	1,340,885	10390%	1,515,885
Charges for Services	3,469,928	2,954,091	3,516,614	3,516,614	19%	3,533,546
Miscellaneous Revenue	26,258	9,366	-	-	-100%	-
<b>Total Revenue:</b>	<u>7,315,982</u>	<u>7,939,191</u>	<u>8,057,499</u>	<u>8,057,499</u>	1%	<u>8,249,431</u>
<b>Net County Cost:</b>	<u>\$ (2,278,376)</u>	<u>\$ (1,412,686)</u>	<u>\$ (111,578)</u>	<u>\$ (111,578)</u>	-92%	<u>\$ (111,578)</u>
Allocated Positions	51	55	55	55	0%	55

## CORE FUNCTIONS

### Clerk-Recorder

The department is charged with the recording and indexing of property and vital records in the County, including the issuance of certified copies of official documents, and maintaining specified registrations. These services are provided to the public and to title companies and other agencies involved in property transactions.

### Elections

The department is also responsible for conducting voter registration and outreach, federal, state and local elections, and for providing related services for citizens, candidates and public officials in the County, including for cities, school and special districts.

### Administration & Financial Services

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## FY 2003-04 Major Accomplishments

- Received and indexed over 214,000 recordings in 2003—the largest number ever for Placer County—and indexed and issued over 53,000 vital records and the County Clerk's copies.
- Began conversion of existing and newly recorded maps to digital format to improve storage, access, and reproduction quality for the public and continued important conservation efforts and computerized indexing of older records.
- Developed draft legislation to allow electronic recording throughout the state; established restricted access to certified birth and death copies and veterans' DD-214 records, in accordance with new state laws, to help prevent identity theft, and completed participation in the Attorney General's Public Safety Official's Information Task Force.
- Conducted the October 2003 Gubernatorial Special Recall Election with the 3<sup>rd</sup> highest voter participation rate in the state; completed the semifinal official canvass (election night ballot counting) just over three hours after the polls closed; received a 2003 California State Association of Counties (CSAC) merit award for the High School Voter Outreach program; implemented Internet access to campaign financing disclosure forms; and distributed annual conflict-of-interest filing forms to more than 875 Placer County officeholders and public officials.
- Completed operational plans for a successful March 2004 Presidential Primary involving more than 165,000 registered voters—adding over 16,300 registered voters to the voter rolls since the March 2002 Gubernatorial Primary Election—nearly 230 polling places, and over 1,200 poll and other election workers.
- Completed and scheduled presentation of the County's voting modernization plan to the State of California for incorporating touch screen devices that accommodate voters with specific needs, along with securing funding for the County's existing optical scan voting system.

## FY 2004-05 Planned Accomplishments

- Record and index an estimated 175,000 documents in 2004 while continuing to meet quality and timeliness standards; index and issue an estimated 54,000 vital records and the County Clerk's documents and copies, and maintain strict access control over birth, death, and recorded military records in accordance with state laws.
- Begin implementation of electronic recording with both governmental agencies and private entities, assuming successful legislative approval; continue active participation in other Clerk-Recorder-Elections legislative efforts, and continue implementation of legislated privacy requirements.
- Conduct a successful November 2004 Presidential Election for an estimated 174,000 registered voters; rank among the top ten of all California counties in the percentage both of eligible voters registered to vote and registrants actually voting in the election; tabulate 99% of all non-absentee and non-provisional votes cast at precincts within three hours of the polls closing; test new touch screen voting devices for voters with special needs; receive state bond funding for the new voting technology as well as for the optical scan system already in place; and continue implementation of the new federal Help America Vote Act.
- Provide an estimated 285 candidates on the November 2004 ballot with informative workshops, efficient filing services, and campaign disclosure reminders, and provide public access to the financial disclosure statements and conflict-of-interest filings of more than 875 Placer County officeholders and other public officials, and for political campaigns and committees.
- Continue to fund all ongoing Clerk-Recorder-Elections expenditures from the revenues and fees collected by the department, with no net county cost for operations.

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## Department Comments

Placer County ranks at the top in terms of percentage population growth in California. This population driven demand for housing, coupled with record levels of mortgage refinancings due to low interest rates, led to the highest number of recordings ever for the County Clerk-Recorder at 214,264 for 2003, with the number of recordings increasing 91% over the last five years. Similar increases in workload can be found in the Election Division's function, where the number of registered voters in Placer County grew to 165,429 for the March 2004 Presidential Primary Election. The department anticipates that significant workload growth for both the Clerk-Recorder and Election Division's functions will continue throughout FY 2004-05. The department is preparing to conduct the next Presidential General Election in November 2004, which like the March 2004 Presidential Primary, is expected to be subjected to the highest levels of public scrutiny. In FY 2004-05, the department also expects to begin implementation of touch screen voting devices for voters with special needs, as part of its voting modernization plan under Prop. 41. Additionally, the County Clerk-Recorder is continuing to work on legislation that would allow electronic recording in Placer County and statewide, which would greatly increase the timeliness of recording, while saving money in postage and mail processing.

Despite the challenges of workload growth and the new initiatives ahead, the department's FY 2004-05 net expenditure budget is submitted at a decrease of \$126,499 or 1.57% from the FY 2003-04 adopted final budget. This net decrease is due to overall economies in expenditures, keeping one position unfunded for salary savings, and reductions in periodic computer replacements; these decreases are partially offset by employee salary and benefit increases for funded positions. Revenues have increased significantly and fully offset the submitted budget. \$750,000 in reimbursements for city, school and special district election costs, which are only collectible biennially for even-year November elections, are included. The submitted budget provides for estimated costs of \$1.3 million for touch screen voting devices, which are required under the federal Help America Vote Act (HAVA) and state law to be available in every county polling place not later January 1, 2006. State bond fund reimbursements should assist with approximately \$878,840 of the total costs, along with savings of \$262,045 from the current lease budget, once the existing lease for the AccuVote optical scan system is paid off from state bond funds, as required. The net county cost for the touch screen equipment is estimated at \$159,115, which is included in the submitted budget, funded from general revenues collected by the department. (The actual accounting for the new equipment purchases, liquidation of the existing AccuVote lease and receipt of state bond funds will be complex and require separate budget revisions and contracts before the Board of Supervisors.)

In summary, the FY 2004-05 requested budget should allow the department to address expected workload and cost increases for both the Clerk-Recorder and Election Division operations without requiring major service or staffing reductions, due to the level of anticipated revenues to be collected by the department. Additionally, the budget provides funding for the upcoming November 2004 Presidential Election and at least two scheduled special elections, acquisition of federally mandated touch screen voting devices, maintenance of (trust-reimbursed) conservation efforts for preserving the County's historical records, provision of effective voter and candidate services and outreach programs, and continued efforts toward initiating electronic recording and enhanced privacy protections. Staff resources for the countywide imaging program for FY 2004-05 have been reduced, however, due to implementation and support requirements of the Elections and Clerk-Recorder systems.

## County Executive Comments And Recommendations

The County Clerk/Recorder-Registrars' proposed budget presents net county cost at negative \$111,578, for a positive shift of \$345,213. There are no recommended changes from the department's request.

Along with other minor line item adjustments, expenditures increased over the base budget, mostly due to the addition of touch screen election equipment (\$1.4 million), which is accompanied by an associated state revenue increase (\$1.1 million) with overall revenue increasing by \$1.6 million. Salary and benefit expenditures exceeded the baseline by \$295,000 or 8.64%. Although the department experienced minor management and staff reorganizations during FY 2003-04, the number of allocated staff positions remains at 55.

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There is no consideration in the budget for financial recovery from the State of California for the special election to recall the Governor, as that reality appears increasingly unlikely. Also, possible revenue increases resulting from an anticipated Recorder Fee Study are not reflected at this time.

## Final Budget Changes from the Proposed Budget

The final budget adds Help America Vote Act (HAVA) grant funds of \$175,000 to enhance voter and poll worker education and training, and additional recorder fees and trust fund transfers of \$16,932 to offset salary and benefit increases for a department requested management reorganization. No additional position allocations are recommended at this time

## CORE FUNCTION: CLERK-RECORDER

### Recording & Indexing Program

**Program Purpose:** To provide reliable, current, complete and accessible information to the public, lenders, agencies and other parties regarding ownership and condition of title to real property within the County, and to secure and provide copies of such other records as may be required by law to be recorded.

**Total Expenditures:** \$3,203,858

**Total Staffing:** 32.0

- **Key Intended Outcome:** Documents affecting real property are promptly and accurately recorded and indexed for use by the public, lenders, insurers, and other agencies and parties.

Recording & Indexing Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of property documents presented for recording that are indexed and verified within one business day of over-the-counter acceptance	99.5%	100%	99.5%
% of property documents presented for recording that are indexed within three business days of mail receipt	73%	82%	75%

**Program Comments:** The volume of Clerk-Recorder transactions increased 25% in one year from 171,722 recordings in 2002 to 214,264 in 2003, averaging over 17,850 recordings received, examined, cashiered, indexed, and scanned (images stored) monthly for immediate use by the public, businesses, and agencies and for archival preservation as permanent county records.

### Clerk's/Vital Records Indexing & Copying Program

**Program Purpose:** To provide the public with accurate and current information regarding births, deaths, and marriages within the County, including certified copies of such documents upon request, while protecting the records from fraudulent use.

**Total Expenditures:** \$800,965

**Total Staffing:** 8.0

- **Key Intended Outcome:** Vital records are promptly filed or registered and indexed and copies issued for use by the public; fraudulent use of vital records is prevented; public access to indexes and copies are by application only when required by law; and public vital indexes comply with the law.

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Vital Records Indexing & Copying Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of documents and copy requests received that are indexed or issued within three business days of over-the-counter acceptance	99%	100%	95%
% of documents and copy requests received that are indexed or issued within five business days of mail receipt	73%	96%	80%
% of public access to birth, death, and veterans indexes and copies of these records that are by application only (effective 07/01/03 for birth/death and 1/1/04 for DD-214's)	N/A	100%	99.5%

**Program Comments:** Privacy concerns continue to shape legislation related to access to Clerk-Recorder records. The total volume of the County Clerk's transactions increased 7.5% from 49,748 in 2002 to 53,483 in 2003, averaging over 4,450 documents received and copies issued monthly.

## Countywide Imaging Program

**Program Purpose:** To support integration of imaged documents into critical county business processes to provide the public and Placer County employees with more timely, comprehensive and accurate information and services.

**Total Expenditures:** \$50,060

**Total Staffing:** 0.50

- **Key Intended Outcome:** Imaged documents will be integrated into critical county business processes—with technical support by the County Clerk-Recorder—to provide the public and Placer County employees with timely, comprehensive and accurate information and services.

Countywide Imaging Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of departments integrating imaged documents into critical business processes	9%	17%	22%

**Program Comments:** County departments need support with setting up imaging indexes, converting existing records and effectively integrating imaging into business processes. The County-Clerk-Recorder may request additional staffing in future years to assist departments with these initial efforts and to assure appropriate archival imaging and storage for permanent records. It is expected that existing staff will be able to assist one additional county department in FY 2004-05 with new imaging efforts.

## CORE FUNCTION: ELECTIONS (REGISTRAR OF VOTERS)

### Voter Registration & Outreach Program

**Program Purpose:** To encourage voter registration through outreach programs and timely and accurate registration processes that will provide all eligible adult residents of the County with maximum opportunities to participate as citizens by voting in elections.

**Total Expenditures:** \$486,680

**Total Staffing:** 4.25

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- **Key Intended Outcome:** Voter registration is increased and sustained.

Voter Registration & Outreach Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of all eligible voters registered to vote in Placer County	80.0%	82.4%	81.0%
% of all eligible voters registered to vote in the state of California	71.3%	69.7%	71.0%
Placer County's rank compared to other California counties in the percentage of eligible voters registered to vote	9 <sup>th</sup> highest in the state	6 <sup>th</sup> highest in the state	8 <sup>th</sup> highest in the state

**Program Comments:** Placer County has among the highest percentage in the state of eligible voters registered to vote due to the department's voter outreach programs, its convenient and service-oriented voter registration efforts, and to the County's demographics (percentage of older citizens.) The County had 165,429 registered voters for the March 2004 Presidential Primary Election; this number is expected to increase to 174,000 registered voters for the November 2004 Presidential General Election.

## Conducting Elections Program

**Program Purpose:** To maintain the integrity of the elections process for voters and citizens by conducting fair, convenient, and legally compliant elections, and to provide timely and accurate summary voting information to the media, the interested public, and the Secretary of State's Office.

**Total Expenditures:** \$3,175,332

**Total Staffing:** 8.25

- **Key Intended Outcome:** Placer County elections are fair and legally compliant, and vote counting is timely and accurate.

Conducting Elections Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of registered voters in Placer County who vote in statewide elections	64%	66%	68%
% of registered voters in California who vote in statewide elections	51%	53%	52%
% of the semifinal official canvass (election-night counting) completed within three hours of the close of polls	100%	98.6%	99%
Completion and filing of the official canvass and statement of results within 30 days following each election	100%	100%	100%

**Program Comments:** The department's outreach efforts, Placer County demographics and an interested electorate all contribute to a higher than average election participation by the County's registered voters. Re. Election night vote counting, the County currently transmits vote counts from regional receiving centers—to which individual precincts bring their ballot tabulations and election materials after the polls close—into the County's "Election Central" for timely election night compiling and reporting. In the March 2004 Presidential Primary Election, election night counting was completed before 11 p.m.

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## Candidate/Public Official Services Program

**Program Purpose:** To encourage voter participation by increasing the number of candidates running for office through provision of various candidate services and to assure full compliance with the Fair Political Practices Act by candidates and public officials within the County.

**Total Expenditures:** \$229,026

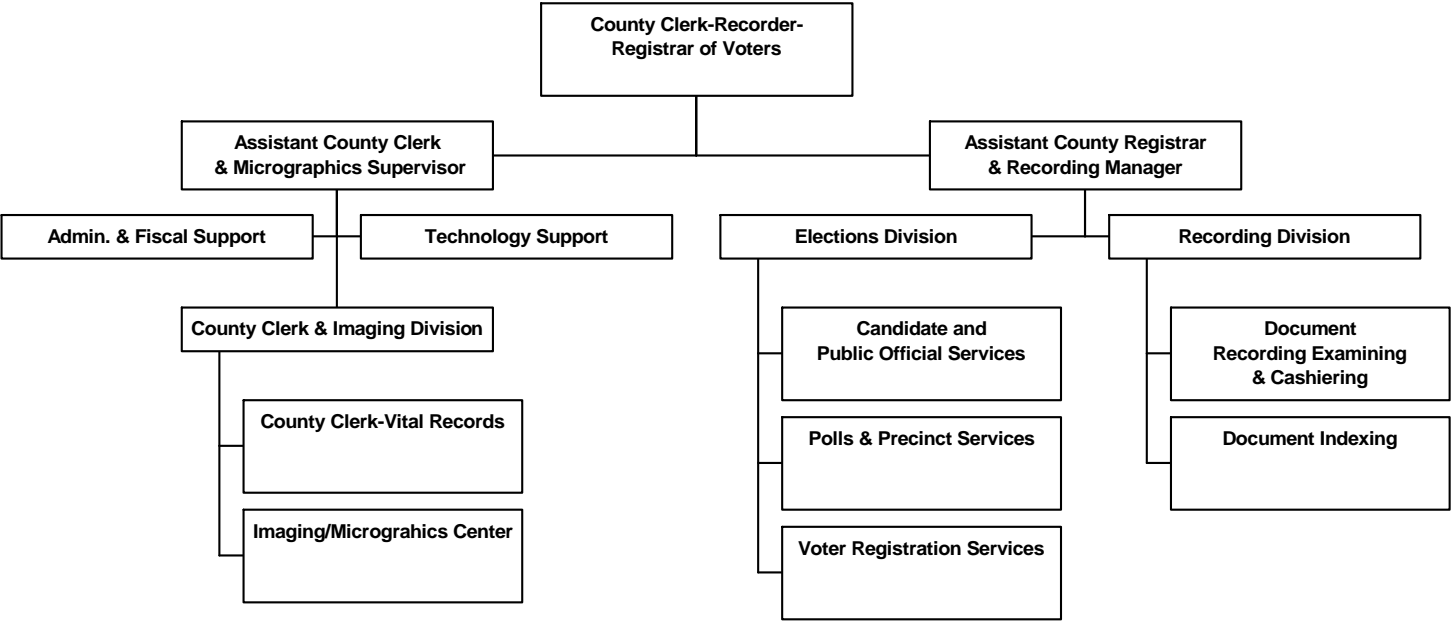
**Total Staffing:** 2.0

- **Key Intended Outcome:** Voters have choices of eligible candidates to vote for and Placer County candidates and public officials comply with reporting and filing requirements.

Candidate/Public Official Services Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of city, special and school district elections with more than one candidate per race	48%	N/A (No General Election)	50%
% of candidate campaign statements and public official conflict-of-interest reports filed timely with the County Clerk	96%	96%	95%

**Program Comments:** The department is committed to supporting candidates for local races through candidate workshops and knowledgeable staff assistance to further participative, electoral democracy in the County. Similarly, timely campaign statements and conflict-of-interest filings help ensure ethical and legally compliant elections and governance. The County is responsible for processing and maintaining over 800 annual conflict-of-interest reports as well as numerous political and committee campaign filings.

# COUNTY CLERK-RECORDER REGISTRAR OF VOTERS





**COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS**  
**APPROPRIATION SUMMARY**  
**Fiscal Year 2004-05**

**ADMINISTERED BY: COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS**

Appropriation	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
<b>GENERAL FUND</b> County Clerk/Recorder	\$ 6,526,505	55	\$ 8,137,853	55
<b>TOTAL ALL FUNDS</b>	\$ 6,526,505	55	\$ 8,137,853	55

# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	2,060,689	2,154,588	2,408,660	2,408,660	2,413,863
1003 Extra Help	26,169	34,962	77,760	77,760	77,760
1005 Overtime & Call Back	30,761	43,987	52,575	52,575	52,575
1006 Sick Leave Payoff	26,552	5,768	2,500	2,500	2,500
1015 Other Payroll			31,932	31,932	42,135
1300 P.E.R.S.	139,685	216,084	472,097	472,097	473,117
1301 F.I.C.A.	158,989	165,859	184,263	184,263	184,661
1310 Employee Group Ins	287,410	333,488	428,741	428,741	428,741
1315 Workers Comp Insurance	30,839	33,248	49,840	49,840	49,948
<b>Total Salaries &amp; Benefits</b>	<b>2,761,094</b>	<b>2,987,984</b>	<b>3,708,368</b>	<b>3,708,368</b>	<b>3,725,300</b>
<b>Services &amp; Supplies</b>					
2051 Communications - Telephone	75,909	86,466	92,120	92,120	92,120
2290 Maintenance - Equipment	19,512	23,613	43,790	43,790	43,790
2291 Maintenance - Computer Equip	94,349	132,146	178,981	178,981	178,981
2439 Membership/Dues	3,518	5,007	3,000	3,000	3,000
2481 PC Acquisition	13,964	112,990	72,630	72,630	72,630
2511 Printing	36,611	72,949	41,300	41,300	41,300
2522 Other Supplies	32,075	23,005	35,400	35,400	35,400
2523 Office Supplies & Exp	80,292	62,606	73,975	73,975	73,975
2524 Postage	175,597	291,290	307,185	307,185	307,185
2555 Prof/Spec Svcs - Purchased	253,149	363,192	194,500	194,500	194,500
2701 Publications & Legal Notices	7,645	11,132	15,910	15,910	15,910
2709 Rents & Leases - Computer SW	16,401	21,030	21,030	21,030	21,030
2710 Rents & Leases - Equipment	80,063	30,007	21,500	21,500	21,500
2727 Rents & Leases - Bldgs & Impr	26,255	32,174	32,360	32,360	32,360
2770 Fuels & Lubricants		341			
2831 Precinct Costs	269,896	345,971	344,600	344,600	344,600
2832 Election Outreach Costs	7,741	3,925	10,252	10,252	10,252
2833 Voter Registration Supplies	2,400		5,000	5,000	5,000
2834 Election Supplies	16,714	505	76,000	76,000	76,000
2835 Ballot Printing & Materials	282,837	625,795	510,000	510,000	510,000
2838 Special Dept Expense-1099 Repor	515				
2840 Special Dept Expense	324	228,237	202,000	202,000	377,000
2844 Training	1,168	2,581	5,200	5,200	5,200
2860 Library Materials	4,864	5,912	3,737	3,737	3,737
2931 Travel & Transportation	21,119	25,609	25,010	25,010	25,010
2932 Mileage	2,118	1,986	2,005	2,005	2,005
2941 County Vehicle Mileage	11,491	15,294	12,000	12,000	12,000
2965 Utilities	912				
<b>Total Services &amp; Supplies</b>	<b>1,537,439</b>	<b>2,523,763</b>	<b>2,329,485</b>	<b>2,329,485</b>	<b>2,504,485</b>
<b>Other Charges</b>					
3810 Lease Purchase Principal	189,011	196,438	206,103	206,103	206,103
3830 Lease Purchase Interest	73,033	65,607	55,942	55,942	55,942
<b>Total Other Charges</b>	<b>262,044</b>	<b>262,045</b>	<b>262,045</b>	<b>262,045</b>	<b>262,045</b>
<b>Fixed Assets</b>					
4451 Equipment	237,270	480,212	1,396,000	1,396,000	1,396,000
<b>Total Fixed Assets</b>	<b>237,270</b>	<b>480,212</b>	<b>1,396,000</b>	<b>1,396,000</b>	<b>1,396,000</b>
<b>Charges From Departments</b>					
5405 I/T Maintenance - Bldgs & Improvem	52,168	77,425	61,500	61,500	61,500
5456 I/T Miscellaneous Expense	119	60,000			
5523 I/T Office Supplies & Expenses	44				
5527 I/T Prof Services A-87 Costs			60,000	60,000	60,000
5552 I/T - MIS Services	185,119	132,361	126,023	126,023	126,023
5555 I/T Prof/Special Services - Purchase	990	174			

# County Clerk-Recorder

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
5556 I/T - Professional Services	165				
5557 I/T - MIS Projects		50			
5844 I/T Training	50	1,428			
5880 I/T-Public Safety Svcs	1,194	1,243	2,500	2,500	2,500
Total Charges From Departments	239,849	272,681	250,023	250,023	250,023
Gross Budget	5,037,696	6,526,685	7,945,921	7,945,921	8,137,853
Less: Charges to Departments					
5002 I/T - County General Fund	(90)	(180)			
Total Charges to Departments	(90)	(180)			
Net Budget	5,037,606	6,526,505	7,945,921	7,945,921	8,137,853
Less: Revenues					
6168 Real Prop Transfer Tax	(3,818,435)	(4,962,951)	(3,200,000)	(3,200,000)	(3,200,000)
6950 Interest	(1,361)				
7232 State Aid - Other			(1,140,885)	(1,140,885)	(1,140,885)
7234 State Aid - Mandated Costs		(12,783)	(200,000)	(200,000)	(200,000)
7326 Federal - Other					(175,000)
8117 Election Services	(829,876)	(230,026)	(750,000)	(750,000)	(750,000)
8128 Planning/Engineering Services	(19)				
8141 Civil Process Services	(23,380)	(24,060)	(21,000)	(21,000)	(21,000)
8155 Recording Fees Recorder	(2,081,205)	(2,075,662)	(1,882,000)	(1,882,000)	(1,893,838)
8156 Micrographic Fees	(334,257)	(312,359)	(478,932)	(478,932)	(478,932)
8212 Other General Reimbursement	(13,648)				
8218 Forms and Photocopies	(10,118)	(6,299)	(10,000)	(10,000)	(10,000)
8254 Recorders Automation Fees	(141,805)	(295,275)	(347,682)	(347,682)	(352,776)
8312 Candidates Statement Fees	(35,620)	(10,410)	(27,000)	(27,000)	(27,000)
8761 Insurance Refunds		(430)			
8764 Miscellaneous Revenues	(26,258)	(8,936)			
Total Revenues	(7,315,982)	(7,939,191)	(8,057,499)	(8,057,499)	(8,249,431)
Net County Cost	(2,278,376)	(1,412,686)	(111,578)	(111,578)	(111,578)